

**LORAIN PUBLIC LIBRARY SYSTEM**  
**Lorain, Ohio**

Minutes

Lorain Public Library System  
Thursday, June 17, 2010, 5:00 p.m.  
Columbia Branch Library, 13824 West River Road, Columbia Twp., Ohio  
Regular Business Meeting

**Roll Call**

Ms. Tomas called the meeting to order at 5:04 p.m.

Present: Mr. Petersen, Mr. Kovach, Ms. Tomas, Mr. Campana, Mr. Virden, Ms. Penwell,  
Mr. Leandry

**Regular Business**

**#2010-069 Approval of Minutes**

Mr. Campana moved, Ms. Penwell seconded that the minutes of the May 20, 2010 meeting be approved.

**Roll Call:** yeas, unanimous

**#2010-070 Approval of Chief Fiscal Officer's (CFO's) Report**

Mr. Kovach moved, Mr. Petersen seconded that the CFO's Report for the month ending May 31, 2010 be approved.

Mr. Wilson reported to the Board that the month end cash balance was \$8,597,921. Of the month end cash balance, \$3,409,621 was operating funds, of which \$2,448,827 were unencumbered. Revenues for the month were \$3,773,607, 44% of the estimated \$8,557,363 Annual Revenues without transfers or advances. Expenses year-to-date were \$3,636,527, 32.7% of the budgeted \$11,105,927. Expenses plus encumbrances totaled \$5,692,328 or about 51.3% of the budget.

Mr. Wilson stated that two letters of correspondence were received. The Board of Elections sent a letter stating that the deadline for putting issues on the ballot is now 90 days, instead of 45 days. And a letter was received from Dennis P. Will, Lorain County Prosecutor, regarding recommendations for electronic records. The letter addressed the employee's rights to privacy, and the records retention policies.

Mr. Wilson said that the Bureau of Worker's Compensation appeal is in process. Mr. Wilson also said that he has traveled to Columbus for the appeal hearing. Our library was not included on the OLC group discount list provided by Frank Gates.

Mr. Wilson informed the Board that the Library System has received a 9% reduction with the state use pricing for the Library's electricity.

**Roll Call:** yeas, unanimous

## **Report of the Director**

Ms. Eldridge welcomed all to the Columbia Branch Library.

Ms. Eldridge listened to Linda Murray's address on June 8<sup>th</sup>, during which Ms. Murray predicted a tough budget fight for next year. Ms. Eldridge asked the Board for ideas and suggestions now, for next year's biennium budget process.

Ms. Eldridge noted that the Elyria Public Library celebrated their 140<sup>th</sup> Year Anniversary on June 10, 2010. She will send a letter of congratulations.

Regarding personnel, Ms. Eldridge thanked both Ana Trejos of Main Library, and Angela Presutto of Domonkas Branch Library, for their help planting the El Centro Community Garden. She then commended the Children's Services Staff at the Main Library and the branches, for an outstanding Summer Reading Kickoff, with over 1,500 people in attendance at Lakeview Park on June 5, 2010. She also mentioned that Administrative Clerk Julie Cowan has been accepted into the Kent State M.L.I.S. program.

Ms. Eldridge mentioned these past and upcoming networking and community events, library programs and community relations:

**06.10.10** – Community Foundation presentation at LPLS; \$1,000 and a plaque were awarded. LPLS was one of 30 previous winners to receive this award.

**06.17.10** – Columbia Library Levy Committee Wrap-up Meeting.

**06.18.10** – Nord Family Foundation reception.

**06.19.10** – Juneteenth Parade; Ms. Eldridge will be marching in parade.

**06.25.10** – International Festival and Parade.

**08.23.10** – Lorain County Fair Breakfast; Ms. Eldridge invited all Board Members to attend.

**08.28.10** – LPLS day at the Lorain County Fair.

**09.24.10** – Candidate's Breakfast at the Oberlin Public Library. Meet and greet for the candidates running for political office this Fall.

Speaking on statistics, Ms. Eldridge noted to the Board that the Year-to-Date circulation statistics were down 5.67%, however, with the decreased hours open, this wasn't too bad. She also noted that while the overall circulation statistics were down, both Main Library and Columbia Branch Library have seen an increase in library visitors. Lastly, she said that the CLEVNET sent and received statistics were steadily increasing.

### **Report of the Assistant Director**

Ms. Whitney said good evening, and thanked Ms. Sandra Mitchell and the Columbia Friends for the refreshments.

Ms. Whitney told the Board that she, Ms. Eldridge, and Outreach Supervisor, Ms. Frances Johnson had met with the USDA to investigate a grant opportunity for rural development, and possible \$99,000 grant for a new Bookmobile. It was determined that LPLS does not qualify and will not apply for the grant.

Ms. Whitney, Ms. Eldridge and Mrs. Coghlan met with Mr. Lynn Smith, Sheffield Lake Service Director, after having read in the local newspaper, that the Domonkas Branch Library parking lot would be used as overflow parking for the boat launch facility next to the library. They took the opportunity to discuss this issue, as well as the possibility of using the wind turbine for electricity. Ms. Whitney commented that it was a good opportunity to build relationships.

### **Committee Reports**

The Library Services and Personnel Committee will meet on Thursday, July 8<sup>th</sup> at 5pm, in Meeting Room C, at the Main Library.

### **Communications**

Received a letter from the Board of Elections, and a letter from the Lorain County Prosecutor, Dennis P. Will.

## **Audience Participation**

### *SEIU District 1199*

Ms. Isabelle Wimmer represented the SEIU District 1199. Ms. Wimmer said good evening to all, and thanked the Administrative Staff for their condolences with the recent passing of her father-in-law.

Ms. Wimmer stated that Director Eldridge and Assistant Director Whitney had told the Library Board at the May meeting that they had visited the branches where hours were restored and found the libraries very busy. She said that Director Eldridge reported to the Board that the citizens of Domonkas and in South Lorain were very appreciative that hours were restored. Ms. Wimmer went on to say how upsetting she found comments made by Ms. Eldridge about the lack of appreciation for restoration of hours by the people in Avon. Ms. Wimmer went on to read comments from a lengthy document detailing how much the patrons of Avon loved the Library, and praised the dedicated staff at the Avon Branch. Ms. Wimmer continued reading the document and Ms. Wimmer stated that she believed Ms. Eldridge “held a grudge against the people of Avon for not having passed the levy.”

At the conclusion of Ms. Wimmer’s report, Director Eldridge was shocked at the statements and denied having any ill feelings toward anyone about the failed levy in Avon. Ms. Eldridge stated that she only reported that she hadn’t received any comments from patrons in Avon concerning the restoration of hours as she had received in the other communities.

Board member Tony Campana stated that Ms. Wimmer’s retelling of comments made by Director Eldridge at the May Board meeting was not at all the way he remembered Ms. Eldridge’s report to the Board.

### *Supervisors*

Ms. Sandra Mitchell, Columbia Branch Librarian Supervisor, welcomed all and said how pleased she was that the recent levy had passed.

Ms. Mitchell then told the Board that Yard Smart had donated and completed the landscaping at the Columbia Branch Library. She said it was a beautiful job and she was very pleased. She also thanked Pam Coleman of the Columbia Friends Group, for her contribution to the project.

Ms. Mitchell said that it would be a busy upcoming Summer, and they were ready to take off! Regarding the Summer she mentioned;

- 205, K-5 signups, and 139 YA signups, for the Summer Reading Program. The Columbia Branch Library staff had created a seashell guessing game for children at Summer Reading, and that the Adult Summer Reading program was a success. She said the community had donated some great prizes.
- Hanford Dixon autographs.

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- Antique Appraisals.
- Columbia Festival of the Arts featuring a presentation by local artist, Steven Dehannas.
- 4H Group with outdoor petting zoo.
- Wiz Kids creating a float to be in parade on June 27, 2010.

Ms. Mitchell also thanked Ms. Celina Roe, Library Associate, for her very successful and well attended Story Time Programs.

### *Friends of the Library*

The Avon Friends next meeting will be held September 23rd. The Avon Friends, along with Board Member, Mr. Douglas Petersen, will be participating in the Duct Tape Parade, on June 19, 2010.

The Columbia Friends next meeting will be held on June 28, 2010. The Columbia Friends will be hosting the Columbia Library Festival of the Arts on June 19, 2010.

The Domonkas Friends last meeting was held on June 15, 2010. Their next book sale will be held on September 20<sup>th</sup>-25<sup>th</sup>, and Ms. Eldridge will be taking a vacation day off, to help with the book sale.

The Lorain Friends next meeting will be held July 27, 2010, at the South Branch Library. The Lorain Friends last book sale, held in June, netted over \$2,000. Ms. Terri Frederick, Public Relations Officer, thanked the Lorain Friends for their donations for candy (\$100), and book baskets (\$200), for the upcoming Lorain International Festival. She also mentioned that Borders Books gave \$1,000 in children's books, for a give away raffle at the Lorain International Festival.

The North Ridgeville Friends next meeting will be held this evening, June 17<sup>th</sup>, at 7 p.m. The North Ridgeville Friends next book sale will be held on July 15<sup>th</sup> – 17<sup>th</sup>.

### *Other*

**New Business**

**#2010-071 Approval of Personnel Appointments**

Mr. Petersen moved, Mr. Virden seconded to approve the following personnel appointments:

- Marion Difino, temporary Library Assistant, Public Services position at the North Ridgeville Branch Library, part-time, effective June 1, 2010, at an hourly rate of \$11.840.
- Kenia Chavez, Student Library Aide, in the Adult Services Department at the Main Library, part-time, effective June 7, 2010, at an hourly rate of \$7.30.
- Judy Martin, temporary Library Assistant, floater position at the North Ridgeville and Avon Branch Libraries, part-time, effective June 14, 2010, at an hourly rate of \$11.495.

**Roll Call:** yeas, unanimous

**#2010-072 Approval of Agreement with the State Library of Ohio, for Statewide Delivery Services 7/1/2010 – 6/30/2011**

Mr. Campana moved, Mr. Kovach seconded to authorize the CFO to renew the Agreement with the State Library of Ohio for the 2010-11 Statewide Delivery Services.

**Roll Call:** yeas, unanimous

**#2010-073 Approval to Enter Contract to Purchase Shelving**

Mr. Petersen moved, Ms. Penwell seconded to approve the purchase of library shelving for the Main Library, from Library Design Associates at the total cost of Forty-Seven Thousand, Seven Hundred and Fifty-One Dollars (\$47,751).

**Roll Call:** yeas, unanimous

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**#2010-074 Approval to donate scrap computer equipment to the Lorain Cnty. Solid Waste Mngmt. District, or to the OneComm. Green Computing Program.**

Mr. Kovach moved, Mr. Virden seconded to approve the donation of scrap computer equipment to the Lorain County Solid Waste Management District's *Electronic Collections Days* or to the OneCommunity Green computing Program.

<b>Surplus List - June 14, 2010</b>			
<b>EquipmentType</b>	<b>Make/Model</b>	<b>Mfg Serial #</b>	<b>LPLS #</b>
Computer	Systemax PVW-T800 Venture	003604828	1088
Computer	Dell OptiPlex GX270T	JRN3L31	2857
Computer	Dell OptiPlex GX270T	9RN3L31	2859
Computer	Dell OptiPlex GX270T	5RN3L31	2860
Computer	Dell OptiPlex GX270T	GRN3L31	2861
Computer	Dell OptiPlex GX270T	BQN3L31	2862
Computer	Dell OptiPlex GX270T	FQN3L31	2872
Computer	A&J Socket T	72500513300546	3090
Monitor	ViewSonic GS771	JY94577861	379
Monitor	ViewSonic GS771	JY92270556	525
Monitor	Gateway EV700	17004A990500	606
Monitor	Viewsonic GS771	JY92273110	894
Monitor	ViewSonic GS773	DL00301568	1007
Monitor	Compaq V55	811BF28AK866	1082
Monitor	ViewSonic GS773	DL00301550	1193
Monitor	Viewsonic GS771	JY92272392	1264
Monitor	Gateway VX720	P105297442	1458
Monitor	ViewSonic Graphics Series G70F	23i0024700060	1894
Monitor	Samsung SyncMaster 151s	GG15H4NTC00902P	1911
Monitor	Samsung SyncMaster 920N	MJ19H9NL202392K	5719
Printer	Citizen iDP3540	61052916K	311
Printer	HP LaserJet 1100	USLG059085	421
Printer	HP LaserJet 1100	USLD061702	422
Printer	Citizen iDP3550	9991321	436
Printer	Citizen iDP3540	61261596K	820
Printer	HP LaserJet 6L	USHB664267	873
Printer	HP LaserJet 1100	USJB185675	1177
Printer	Epson FX-880	ALLY022607	1322
Printer	HP LaserJet 1100	USJC107765	1328
Printer	Citizen iDP3550	02Y3061	2833
Printer	Brother HL-5170DN	U60966C4J287950	2968
Printer	Epson Stylus C66	FXFY238058	3136
Printer	Epson Stylus C66	fxfy239240	3144
Printer	Epson Stylus C66	FXFY239253	3149
Printer	Brother MFC-5840CN	U61092M5F413238	5701
Scanner	Microtek ImageDeck	8CS2705106	1425
UPS	APC Back-UPS CS 500	JB0302028745	1795
UPS	APC Smart-UPS 1000 RM2U	AS0245211476	1932
UPS	APC Smart-UPS 1500	AA0242121917	1981
UPS	APC Smart-UPS 1500	AS0242233887	1984
UPS	APC Back-UPS CS 500	AB0111142331R	2875
UPS	APC Smart-UPS 1000	AS0346320199	3005
UPS	APC Smart-UPS SC420	QS0517120015	3115
UPS	APC Smart-UPS 1000 RM2U	AS0633232422	5735

**Roll Call:** yeas, unanimous

**#2010-075 Approval of Change Orders for Main Library Renovation**

Mr. Campana moved, Mr. Kovach seconded to approve the following change orders for the Main Library Renovation, in the amount of Nineteen Thousand, Six Hundred and Seven Dollars (\$19,607.00):

Change Order #1 – Replace cracked plumbing fixture	\$ 294.00
Change Order #2 – Add & install vinyl flooring in delivery area	\$ 2,170.00
Change Order #3 – Add & install network cabling & jacks	\$ 12,440.00
Change Order #4 – Change to 8” concrete for exterior drop-off	\$ 1,400.00
Change Order #5 – Replace both public restroom exhaust fans	\$ 900.00
Change Order #6 – Delete brick infill at PTAC	(\$ 455.00)
Change Order #7 – Delete two floor boxes in Computer Room	(\$ 412.00)
Change Order #8 – Add sink in Circulation Workroom	\$ 3,270.00

**Roll Call:** yeas, unanimous

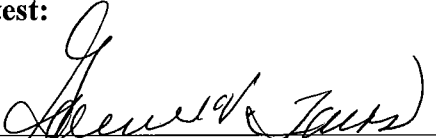
**Other Agenda Items**

**Next Meeting**

July 15, 2010 at 5 p.m.  
South Branch Library

**Adjournment Time:** 5:47 p.m.

**Attest:**

  
\_\_\_\_\_, President

  
\_\_\_\_\_, Secretary